

Fiscal Analyst 1



ABOUT WSIB:

The Washington State Investment Board invests and manages entrusted funds in a manner consistent with statute, regulations, Board policies, and the highest standard of professional conduct for the exclusive benefit of the fund beneficiaries.

Why work at WSIB?

We are a small state agency, employing 85 people in the areas of investments, information services, accounting and finance, and office/clerical support. We also employ management and supervisory professionals. Our environment is dynamic, professional, and technologically savvy.

We are located in Olympia, on the southernmost tip of Puget Sound. Olympians enjoy a quality of life enhanced by natural beauty and a mild year-round climate that promotes outdoor activities such as skiing, sailing, fishing, hiking, kayaking, and mountain climbing. Its close proximity to Seattle provides a variety of cultural and culinary experiences, while its residents enjoy a lower cost of living. Within a two-hour drive from Olympia are the Pacific Ocean, the Cascade and Olympic Mountains, and Seattle.

POSITION: Fiscal Analyst 1
SALARY: \$31,956-\$41,508 annually (Range 40)
LOCATION: Olympia, Washington
OPENS: October 9, 2014
CLOSES: October 27, 2014

The Washington State Investment Board (WSIB) is seeking candidates for a Fiscal Analyst 1 position in Finance and Administrative Services (FAS). Qualified candidates should possess the core values of FAS which are; to demonstrate integrity, be respectful, be a team player, and to have a positive work attitude. This is a great opportunity for a candidate to refine and hone existing skills as well as develop new accounting skills.

ESSENTIAL ACTIVITIES:

Prepare, analyze, and interpret financial reports for cost accounting and management report purposes. Prepare financial reports from the OFM Fast Track system; prepare and reconcile detailed agency travel reports, Central Agency payments, and Attorney General billing; maintain Accounts Receivable tracking system.

Analyze contract terms and payments; prepare, review, and process vendor payments, journal vouchers, cash receipts; reconcile payments on appropriated contracts between AFRS system and the WSIB Agreement Tracking System. Enter payments, revenue receipts, and journal vouchers into the statewide accounting system (AFRS), mail warrants.

Review, analyze, and interpret financial documents; resolve and correct discrepancies, reconcile invoices to payment documentation. Acquire, file, and forward to OFM appropriate IRS W9, W8 Forms and requests for statewide vendor numbers. Record receivables and cash receipts to accounts receivable log.

Accurately process and post payroll data in the Human Resource Management System (HRMS). Conduct the reconciliation process of the State Payroll Revolving Account (Fund 035) and other accounts/funds utilized by the agency. Ensure all functions necessary to process payroll are performed accurately and within established deadlines in accordance with OFM and federal regulations.

Maintain accounting and payroll files and serves as primary liaison with office support staff to ensure the accuracy of record storage and archiving. Assist the Accounting Specialist in the preparation of the quarterly Labor and Industries (L&I) and Internal Revenue Services (IRS) 941 reports.

DESIRED QUALIFICATIONS:

- ❖ A Bachelor's degree is preferred, which includes at least 18 quarter or 12 semester hours of accounting, auditing, or budgeting. Professional experience may substitute for education but not for the accounting credit hours.
- ❖ Knowledge of: Generally Accepted Accounting Principles (GAAP), State Administrative and Accounting manual (SAAM), Washington

WSIB OFFERS:

- ❖ Opportunities for training, growth and advancement;
- ❖ Tuition reimbursement;
- ❖ A comprehensive benefits package; including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; 11 paid holidays per year;
- ❖ Membership in the Public Employees' Retirement System; and
- ❖ Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

SPECIAL NOTE:

A criminal history records check to include fingerprinting and credit check is required for all finalists. Background investigations are part of the pre-employment selection process and are not a commitment to employment.

The Washington State Investment Board is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Tamara Wood, Human Resources Director at (360) 956-4615 or via email to twood@sib.wa.gov.

State systems including AFRS, CAMS, TEMS, HRMS, and Enterprise Reporting.

- ❖ Knowledgeable in the use of Microsoft products, including: Excel, Word, Access and Outlook.

DESIRED COMPETENCIES:

- ❖ Integrity: Is honest and ethical.
- ❖ Accountability: Accept personal responsibility for the quality and timeliness of work, and a strong work ethic.
- ❖ Communications Effectiveness: Convey clear, timely, persuasive messages that positively influence the thoughts and actions of others.
- ❖ Customer Focus: Build and maintain internal and external customer satisfaction.
- ❖ Inclusiveness: Actively contribute to the work environment that embraces diversity and uses diverse perspectives to enhance the attainment of organizational goals.
- ❖ Coordinating and Organizing: Effectively coordinate activities, services and schedules to ensure smooth and efficient operations of work.
- ❖ Research: Effectively identify, collect, organize, and document data and information in ways that make the information useful for subsequent assessment, analysis, and investigation.
- ❖ Results Orientation and Initiative: Focus on results and desired outcomes and how best to achieve them. Identify what needs to be done and proactively take appropriate action.
- ❖ Tact and Diplomacy: Respond to difficult, stressful, or a sensitive interpersonal situation in ways that reduce or minimize potential conflict and maintain good working relationships among internal and external individuals.

TO BE CONSIDERED FOR THIS POSITION, PLEASE SUBMIT:

- ❖ A cover letter specifying why the position is of interest to you and how you meet the qualifications and competencies listed above. This letter should be no more than two pages.
- ❖ A current chronological resume.
- ❖ A fully completed State of Washington employment application.
- ❖ A list of at least three professional references (current and past supervisors preferred). References will not be contacted without the written consent of the applicant but must be submitted at the time of application.

You may submit materials by email or postal service to: Washington State Investment Board, Attention Human Resources, 2100 Evergreen Park Drive SW, PO Box 40916, Olympia, WA 98504-0916. Please send emails to hr@sib.wa.gov.

Candidate evaluation will be ongoing and WSIB may make a hiring decision at any time. It will be to the candidate's advantage to submit materials as soon as possible. This recruitment will close when the position is filled.